



Office of the City Clerk

Weekly Report – for Week Ending January 16, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

TOP ITEMS

City Primary/General 2015 Elections:

Poll Worker and Polling Place Recruitment - Staff has recruited 100%, 1,506 of the polling places needed. To date, 2,366 poll workers out of 6,024 have been recruited, representing 39.3 percent of the overall recruitment goal.

- **100% Polling Places Recruited**
- **2,356 Poll Workers Recruited**

Last week, staff attended 12 outreach events which resulted in recruiting 28 poll workers. Of the 28 poll workers recruited, 11 were bilingual in one of the 11 federally- and city-mandated languages. Cumulatively, staff has attended 42 events since the launch of the "L.A. City Votes!" Voter Outreach and Education campaign, and recruited 174 poll workers, 47.7 percent of whom are bilingual.

Poll Worker trainers held mock training workshops for Election Division staff this week in preparation for actual poll worker training beginning January 20.

Write-In Candidate Filing - Write-In filing began on January 5, 2015 and will end on February 17, 2015 at 5:00 p.m. To date, four people have filed to become write-in candidates.

Staff is updating and routing documents that will be made available on the division website in all the federally and City mandated languages. Items include Multilingual Services Information, Candidate Video and Contact Information, Write-In Candidate Video and Contact Information, Ballot Measure Information, Voter Information, and Audio Recordings of the Official Sample Ballot. Items will be added to the website as they become available.

A new IR/TB (Inspector Reservist/ Trouble Shooter) tracking application has been put into production. The application will allow the Elections division to recruit, track attendance, compute payment stipends, and monitor placement at a polling place on Election Day. The application is tied in to Election Central call tracking system and will aid in field assignments by providing a live list of available workers.

The disaster recovery and redundancy testing for the election systems and database between City Hall and Piper Tech building has been completed.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	8/0
Number of Notices/Publications	6
Number of Contracts Attested	92
Number of Council Files Created	47
Number of Claims Received	86
Number of Referrals	32
Number of Council Meetings	3
Number of Committee Meetings	8

Novus/Electronic Submissions - To date, twelve departments have been added to the E-Submittal Program and have or will be submitting documents electronically. Departments now on board include: Mayor, CLA; CAO; Controller, City Clerk; LAWA; Harbor; HCID; DONE; DWP EWDD, ITA.



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Records Storage RFP - Contract negotiations with the recommended vendor are in progress. An extension to the existing contract is being drafted to enable departments to continue to pay the current vendor during the transition to the new vendor.

Microfilm Conversion of City Council Minutes - 10 reels were converted this week. 435 reels have been converted to date. Our goal is to convert all 601 reels of the minutes back to 1850 this fiscal year. The City Council minutes are now available on line back to March of 1923.

Research - The Studio for Southern California History researched the history of the development of the area around Los Angeles Trade Tech College.

A researcher looked at the history of the City's ordinances requiring hotels and motels to provide their registers for inspection by law enforcement agencies.

Neighborhood and Business Improvement Districts:

Staff tested the new affidavit refund portion of the BID Module for the Arts District disestablishment refund on January 13, 2015 and mailed the affidavits on January 16, 2015 with a February 13, 2015 deadline for return.

Staff met with the LA BID Consortium Chair relative to the proposed grant for BIDs and State of the BIDs funding on January 13, 2015.

Staff attended the Gateway to LA Board meeting on January 16, 2015

Two Public Works Commissioners (Matt Szabo and Barbara Romero) and Assistant Director, Street Services (Ron Olive) attended the LA BID Consortium meeting on January 8, 2015. They commended the BIDs for their work and mentioned programs that are in the works in Public Works. (Green Streets and Sidewalk repair funds included in the budget for 2015-16). The Consortium requested PW to implement a notification system for projects to ensure that the BIDs can notify their stakeholders and avoid competing projects.

2015 Annual Planning Reports: 26 of 29 reports were received.

Novus Electronic Agenda - Discussions have begun with Novus to configure the Board View module test environment to begin testing. A new Dash Board feature scheduled to be released this week. Staff will evaluate the Dash Board module with Board View for possibly implementing these features for Councilmembers. Board View gives the Council the capability of viewing the agenda and making annotation and/or notes. The addition of the Dash Board will allow the Council to not only view agenda items, but it notes the number of items on the agenda.

City wide Email and Office RFP - Systems attended three oral presentations by the vendors responding to the City's Email and Office replacement RFP. The Information Technology Agency is leading the effort.

Personnel - Staff sent a communication to all City Clerk staff regarding Mandatory Workplace Violence Prevention Training; persisted working on several emergency appointment requests; and continued efforts with Labor Relations and the City Attorney's Office regarding various personnel matters.

ISSUES

The City Attorney has requested that on-line claims process being developed by the City Clerk not be integrated with their current claims system and that a workaround be deployed until they have developed their new claims system.

UPCOMING....

Staging of the Vote- By-Mail Ballot mailers.